Process Steps for Code Violations – excluding weeds, motor vehicles, boats, appliances, and imminent danger

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	Step 1 1 day	Step 2 5 days	Step 3 1-14 days	Step 4 30 days	Step 5 1 day	Step 6 30 days
Expedited process per HB422 and updated Nuisance Code	Complaint received and inspected Conducted by Code Enforcement Inspectors Only applies to private property Public property forwarded to other departments Initial violation	Courtesy letter mailed by First Class Mail Step 2-3 skipped for repeat violators Owners asked to contact staff within 5 days No courtesy letters for weeds, motor vehicles, boats, appliances, or imminent danger Make first offender aware of violation	Property Reinspected If violation remain, then Violation Notice mailed by certified mail. 7-14 additional days to comply can be given to owners that contact staff Verify violation has been corrected or	Violation Notice mailed by certified mail Owners have up to 30 days to comply Owner may request additional time to complete after showing progress or extraordinary conditions Formally inform owner of violation	Property Reinspected Conducted per timeframe noted on Notice of Violation by Code Enforcement Inspectors Verify violation remains or has been	Citation Mailed by First Class mail Owner informed of maximum fine, 30 days correct violations, and option to either pay a reduced fine within 7 days or to fie an appeal within 7 days to Code Enforcement Board Take civil penalty and action against
GUAL	identified	and compliance	remains valid	and specific correction timeframe	corrected	owners that fail to comply with Notice of Violation
OUTCOME	Document complaint is valid or invalid Verify PVA ownership of property	Mail thank you letter for compliance or Continue to Step 3	Mail thank you letter for compliance or continue to Step 4	Seeking compliance within specified timeframe Owner may appeal Notice to Code Enforcement Board with a filing fee of \$150 within 10 days	Mail thank you letter for compliance or Re-verify PVA ownership and continue to Step 6	Continue to step 7
Action date	9-1-17	9-6-17	9-7-17	10-7-17	10-8-17	11-7-17

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1st Citation issued – 3 options are available:

Ontions from	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
Options from Step 6:	Issue Board Order	Property Re- inspected	2 nd Citation Mailed by First			
Owner pays reduced fine within 7 days indicated in 1st Citation	Staff mails board order indicating owner paid fine and must correct violations within the 30 days noted within the first citation 10-18-17	Mail thank you letter for compliance or Re-verify PVA ownership and continue to Step 9	Class mail Owner informed of maximum fine, timeframe to correct violations, and option to either pay fine or appeal within 7 days to the Code Enforcement Board 12-8-17	Go to 2 nd Citation process –page 3 Skip step 11 & 12		
Owner appeals 1st Citation within 7 days to Code Enforcement Board	Staff prepares report, advertises appeal, and Code Enforcement Board hears appeal at next available meeting (minimum 27 days and maximum 60 days for hearing) 11-1-17	Appeal Hearing Code Enforcement Board may assess fine or probate fine, grant up to 60 additional days to correct, or both continue to Step 9	Issue Board Order Staff mails board order indicating Boards final action at appeal hearing Continue to step 10	File Lien Process liens for fines not paid within 45 days of Compliance date	Property Reinspected Mail thank you letter for compliance or Re-verify PVA ownership continue to Step 12	2nd Citation Mailed by First Class mail Owner informed of maximum fine, 30 days to correct violations, and option to either pay fine or appeal within 7 days to the Code Enforcement Board 2-28-18
	Staff mails final	Property Re-	2 nd Citation	1-12-18	1-29-10	2-20-10
Owner fails to pay or appeal 1st Citation within 7 days	order indicating owner failed to pay fine or appeal and must correct violations within the 30 days noted within the 1st	inspected Mail thank you letter for compliance or Re-verify PVA ownership and	Owner informed of maximum fine, timeframe to correct violations, and option to either pay fine or appeal within 7 days to the	File Lien Process liens for fines not paid within 45 days of 1st Citation date	Go to 2 nd Citation process –page 3 Skip step 12	
10-15-17	citation 10-18-17	continue to Step 9 11-8-17	CEB 12-8-17	12-22-17		

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2nd Citation issued – 3 options are available:

Options for 2 nd	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18
Citation:	Issue Board Order	Property Re-	> District Court			
Owner pays reduced fine within 7 days indicated in 2 nd Citation	Staff mails 2 nd board order indicating owner paid fine and must correct violations within the 30 days noted within the first citation	letter for compliance	If the owner fails to correct violations within timeframe of 2 nd board order—staff will file criminal case with District Court	132 days		
12-15-17	12-16-17	1-9-18	1-11-18			
Owner appeals 2 nd Citation within 7 days to Code Enforcement Board	report, advertises appeal, and Code Enforcement Board hears appeal at next available meeting (minimum 27days	Appeal Hearing Code Enforcement Board may assess fine or probate fine, grant up to 60 additional days to correct, or both	Order Staff mails 2nd board order indicating Boards final action at appeal hearing	Property Reinspected Mail thank you letter for compliance or Re-verify PVA ownership and	Process liens for fines not paid within 45 days of board action	District Court If the owner fails to correct violations within timeframe of 2 nd board order—staff will file criminal case with District
3-7-18	and maximum 60 days for hearing) 3-8-18	continue to Step 15 4-24-18	Continue to step 16 4-26-18	continue to Step 17 6-24-18	8-8-18	Court 6-26-18 298 days
Owner fails to pay or appeal 2 nd Citation within 7 days	Staff mails 2 nd Board Order indicating owner failed to pay fine or appeal & must pay fine & correct violations within the 30 days of 2 nd citation 12-16-17	Property Reinspected Mail thank you letter for compliance or Re-verify PVA ownership and continue to Step 16 1-9-18	Process liens for fines not paid within 45 days of 2nd Citation date	District Court If the owner fails to correct violations within timeframe of 2 nd board order—staff will file criminal case with District Court 1-11-18	132 days	